

~~Confidential~~

8 May 63

MEMORANDUM FOR: CIA LIBRARIAN

SUBJECT: PROCUREMENT OF FOREIGN ANNUAL PUBLICATIONS

1. Paragraph #1. The point about the "deplorable condition of the machine runs" is correct. (The last one I worked on had eighty missing items.) Several lists have been so bad that it would have been easier to compile a new list than to correct the the one I was sent. The cause of this condition is as much in the Library as it is in Machine Division. Changes and corrections are not always sent to the Machine Division and the coding by the Library is not consistent.

2. Paragraph #2. I do not see anything here which discredits your original point. Posts should be instructed to continue to send in these publications (using selection funds if necessary) until a revised list is received by the post. There will always be some posts that do not receive the revised listings on time and an instruction like this seems to be necessary.

3. Paragraph #3. The change from an annual to a fiscal year basis is no real solution to the problem. We are just trading one difficulty for another. The lists were on a fiscal year basis until 1960 or 1961 and were put on a calendar year because most posts were confused about what edition to send.

a. The one advantage which has some merit is not mentioned here. The work load in the Foreign Section is lighter in the Spring and early Summer than it is in the Fall and early Winter (subscription renewals fall at the end of the year).

b. I do not know what the work load in Machine Division is like in May but that should be checked before this is put in effect.

c. The two week deadline for the individual offices seems a little short.

Some offices have a lot of trouble checking with all of their branches.

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SELECTION OFFICER